

## ALUMNI AFFAIRS AND DEVELOPMENT JOB FUNCTION GUIDE

### Stewardship Family

Level	Function/ Roles	Education/ Experience (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
55N	Stewardship Associate I  (Supervisor)	Bachelor's degree  2+ years of Alumni Affairs and/or Development experience  Supervisory experience	<ul style="list-style-type: none"> <li>• Supervises support staff, students, casuals and/or temps; responsible for work product</li> <li>• Serves as technical resource and/or section supervisor</li> <li>• Reports to donors on the use of their gifts</li> <li>• Prepares gift documents and special correspondence for Dean, Assistant Deans and gift officers</li> <li>• Tracks progress of gift discussions</li> <li>• In collaboration, devise means of systematically tracking stewardship activities for top donors</li> <li>• Helps to ensure information flow between variety of offices and schools</li> <li>• Facilitates funds transfers</li> </ul> <p><i>Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55</i></p>	<p><b>IMPACT</b> Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Provides management and others in tub/unit with support and general stewardship information</p>	<p><b>RECEIVED</b> <b>Under General Direction:</b> Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p><b>GIVEN</b> <b>Supervises:</b> Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

**NOTE:**

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion